

Title: Fall Prevention and Health Promotion Specialist

Type of Position: 3 Year Grant Funded

Department: Area Agency on Aging

Revised: July 2022

**General Statement of Duties:**

High Country Area Agency on Aging is looking for a Fall Prevention and Health Promotion Specialist to support the expansion of health promotion programs for older adults throughout our seven-county region. Central responsibilities include coordinating health promotions classes and programs, leading and teaching classes once trained, as well as community outreach to maintain vibrant partnership to grow our health promotion opportunities throughout the region.

The ideal candidate will work full time, however total hours and schedule are negotiable, and a 25-30 hour per week role would be considered.

Essential Duties and Responsibilities:

- This position will require a close working relationship with Appalachian State's Fall Prevention Program Manager.
- Receiving training to lead multiple evidence-based health promotion and fall prevention programs including, but not limited to Tai Chi for Arthritis and Falls Prevention as well as A Matter of Balance.
- Leading health promotion classes throughout the seven-county region, including but not limited to Tai Chi for Arthritis and Falls Prevention and A Matter of Balance. Counties include Alleghany, Ashe, Avery, Mitchell, Wilkes, Watauga and Yancey.
- Supporting instructors throughout the seven-county region.
- Cultivating and maintaining an active and vibrant pool of instructors.
- Scheduling and promoting classes throughout our seven-county region.
- Cultivating and maintaining relationships with community partners throughout our seven-county region to offer comprehensive program offerings to improve health and prevent falls.
- Monitoring program fidelity with evidence-based health promotion program providers.
- Collaborating with a team from Appalachian State University to fulfill the requirements of this grant. This includes but is not limited to assisting the Appalachian State's Fall Prevention Program Manager with creating sustainable referral pathways.
- Completing detailed and accurate reporting of program activities for internal purposes, required state reporting, and programmatic fidelity. This includes utilizing the state reporting system, the Aging Resources Management System (ARMS).
- Facilitating virtual workshops when necessary.
- Participation in other Agency functions including, but not limited to promotions events, Regional Advisory Committee meetings, and other collaborative efforts.
- Other duties as assigned.

Physical Requirements:

- Must be able to perform and lead exercises in a classroom setting properly.
- Must be able to physically perform the basic operational skills of talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly, and lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare data and statistics, to read extensively, and to operate a computer.

Special Requirements:

- Must possess a valid North Carolina driver's license.
- Frequent travel throughout the seven-county region required (Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties).
- Must possess a cell phone to communicate with High Country AAA staff and Appalachian State University's staff.

Education, Experience, and Desired Skills:

- Must be passionate about serving older adults through health promotion programs and classes.
- General knowledge of physical and mental health, nutritional, economic, social, and recreational needs of older adults.
- Previous experience working with older adults is desired. Specifically in areas of training, or mentoring, and supporting older adults' health and wellness.
- Previous experience teaching or leading fitness or wellness classes is desired.
- Must have the ability to prepare and lead in-person and/or virtual sessions of evidence-based health promotion programs.
- Experience with or ability to engage in community outreach and build community partnerships.
- Ability to organize and carry out program requirements independently and with minimal supervision.
- Possesses effective written and verbal communication skills.
- Ability to design, prepare, and write reports, as well as give in-person presentations on program activities.
- Four-year degree or higher from an accredited college or university in a human service or health related field and considerable experience in a related field, or the equivalent combination of education and experience.

This position is a temporary, three-year grant funded position with full benefits.

High Country Area Agency on Aging is a department of the High Country Council of Governments (HCCOG). HCCOG is an equal opportunity employer.

Please send cover letter, resume, and references to info@hccog.org

Priority Consideration for applications received by 8/26. Position Open Until Filled.